



# Youth CAMP Clearance System (YCCS)

Training Slide Deck – CAMP Personnel Administrator

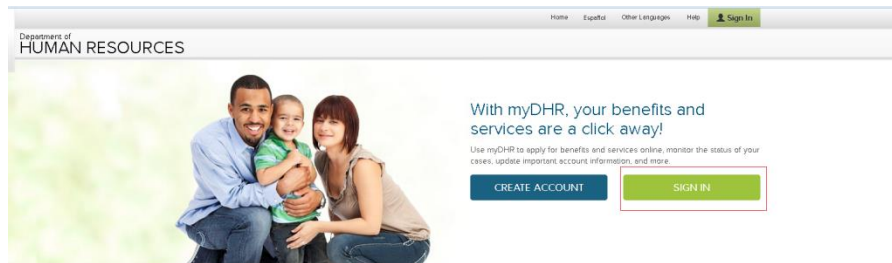
**April 26, 2017**



# Registration / Login – in myDHR website



- DHR Employees registers online with myDHR. (Will be able to see only public view until DHR Admin completes access setup step)
- DHR Employee passes on their Login Id (email address) to DHR Admin.
- DHR Admin sets up Access for DHR Employee and confirms to DHR Employee
- DHR Admin Login to myDHR and will now be able to view the YCCS portal



How to Use  
myDHR



Am I Eligible for  
Benefits?



Applying for  
Benefits



Find a Local  
Office



Food  
Supplement  
Stand-Alone  
Application

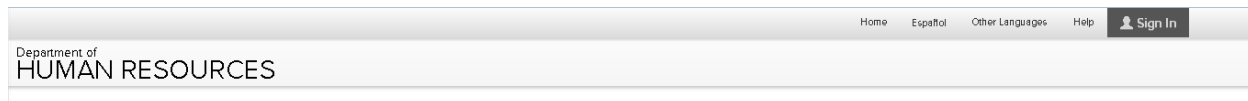


Voter  
Registration  
Link



Earned  
Income  
Tax Credit

## Quick Links



## myDHR Account Sign In

Email \*

test@hotmail.com

Password \*

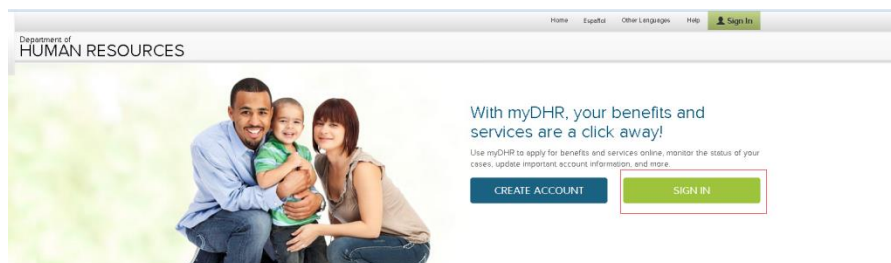
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☐ Remember my email on this device

Sign In

# YCCS – CAMP Personnel Administrator

- CAMP Admin logs in to myDHR portal



## Quick Links



How to Use myDHR



Am I Eligible for Benefits?



Applying for Benefits



Find a Local Office



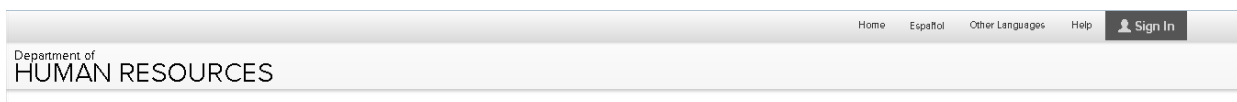
Food Supplement Stand-Alone Application



Voter Registration Link



Earned Income Tax Credit



## myDHR Account Sign In

Email \*

test@hotmail.com

Password \*

••••••••

☐ Remember my email on this device

Sign In

# YCCS – CAMP Personnel Administrator

- CAMP Personnel Administrator logs in to view Applications in his/her Queue>Displays all Applications by Status

## HUMAN RESOURCES

Hello, [REDACTED]!

Welcome to your personal CPS Page. Use the helpful features below to manage your account, apply for DHR services, monitor your case status(es), manage your case activity, and more!

<a href="#">Home</a> <a href="#">New Application</a> <a href="#">Account</a>						
#	First Name	Last Name	Camp Name	Type	Status	
1	Referral	One	Y CAMP AT DANCEL	Youth Camp Worker/Volunteer	Submitted	
2	John	Smith	Y CAMP AT DANCEL	Youth Camp Worker/Volunteer	Saved	
3	Smith	John	Y CAMP AT DANCEL	Youth Camp Worker/Volunteer	Saved	
4	Override	One	Y CAMP AT DANCEL	Youth Camp Worker/Volunteer	Submitted	<a href="#">Open</a>
5	Linda	Franklin	Y CAMP AT DANCEL	Youth Camp Worker/Volunteer	Submitted	<a href="#">Open</a>
6	Unknown	Unknown	Y CAMP AT DANCEL	Youth Camp Worker/Volunteer	DHR Processed	History Not Found <a href="#">Open</a>
7	JAMES	WEBER	Y CAMP AT DANCEL	Youth Camp Worker/Volunteer	Submitted	<a href="#">Open</a>
8	Test	Demo	Y CAMP AT DANCEL	Youth Camp Worker/Volunteer	Application Voided	<a href="#">Open</a>
9	Reassign	One	Y CAMP AT DANCEL	Youth Camp Worker/Volunteer	DHR Processed	History Not Found <a href="#">Open</a>
10	Dhr	Two	Y CAMP AT DANCEL	Youth Camp Worker/Volunteer	Submitted	<a href="#">Open</a>

# YCCS – CAMP Personnel Administrator

- Filter for SAVED Applications and Clicks OPEN

Department of  
HUMAN RESOURCES

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Home New Application Account

Saved

#	First Name	Last Name	Camp Name	Type	Status	DHR processed	Actions
1	John	Smith	Y CAMP AT DANCEL	Youth Camp Worker/Volunteer	Saved		Open
2	Smith	John	Y CAMP AT DANCEL	Youth Camp Worker/Volunteer	Saved		Open
3	Camp	Dancel	Y CAMP AT DANCEL	Youth Camp Worker/Volunteer	Saved		Open
4	kelvin	cook	Y CAMP AT DANCEL	Youth Camp Worker/Volunteer	Saved		Open
5	mary	merryman	Y CAMP AT DANCEL	Youth Camp Worker/Volunteer	Saved		Open

# YCCS – CAMP Personnel Administrator

Hello, [REDACTED]!

Welcome to your personal CPS Page. Use the helpful features below to manage your account, apply for DHR services, monitor your case status(es), manage your case activity, and more!

[Home](#)[New Application](#)[Account](#)

## Part 1: PURPOSE OF SEARCH

Application Number: C201744341

### A. RELEASE TO SELF:

- ☐ 1. To determine if I have been found responsible for an "Indicated" disposition for a child abuse or neglect investigation.
- ☐ 2. To determine if I have any remaining appeal rights.

### B. RELEASE TO AN AGENCY/INDIVIDUAL RELATED TO:

Application Type

cps camp employee

County

Howard County

City

ELLICOTT CITY

Agency/Individual Name

Y CAMP AT DANCEL

Name Of Agency Representative

Camp Admin

Agency Address

4331 MONTGOMERY RD

Representative's Phone Number

3213213213

Representative's Email

ramukodali@hotmail.com

Have you lived in Maryland in the past? ☒ Yes ☐ No

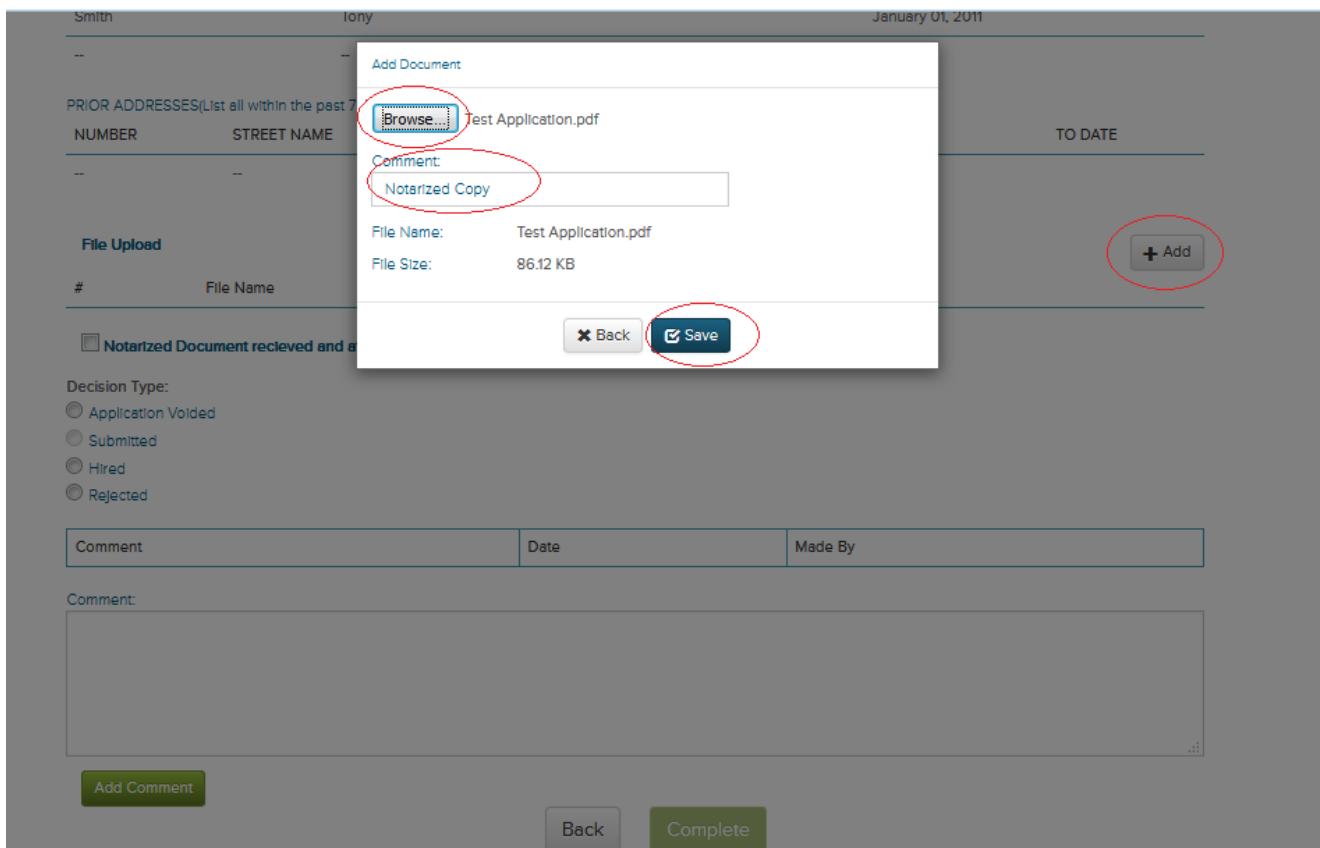
Have you worked or volunteered in Maryland in the past? ☐ Yes ☒ No

If Yes to either question, from what years

2000-2011

# YCCS – CAMP Personnel Administrator

- Clicks ADD to upload the Notarized Copy of the Application and other relevant files>Browse for the file>Enter comments>Click SAVE



The screenshot displays the 'Add Document' modal window in the YCCS CAMP Personnel Administrator system. The modal is titled 'Add Document' and contains the following elements:

- A 'Browse...' button, which is circled in red, used to select a file.
- A text input field for the 'Comment', containing the text 'Notarized Copy', also circled in red.
- File details: 'File Name: Test Application.pdf' and 'File Size: 86.12 KB'.
- Buttons at the bottom: 'Back' and 'Save', with the 'Save' button circled in red.

The background interface shows a user profile for 'Smith, Tony' dated 'January 01, 2011'. It includes a table for 'PRIOR ADDRESSES' with columns 'NUMBER' and 'STREET NAME'. There is a 'File Upload' section with a table for '# File Name'. A checkbox labeled 'Notarized Document received and a' is visible. Below this is a 'Decision Type' section with radio buttons for 'Application Voided', 'Submitted', 'Hired', and 'Rejected'. At the bottom, there is a table with columns 'Comment', 'Date', and 'Made By', and a large text area for 'Comment:'. Navigation buttons 'Add Comment', 'Back', and 'Complete' are at the very bottom.

# YCCS – CAMP Personnel Administrator

- Selects the Checkbox **Notarized Document received and attached** > selects the **Submitted** radio button > Enters **Comments** > Clicks **Complete** to submit the application for DHR processing

PRIOR ADDRESSES(List all within the past 7 years in Maryland.)

NUMBER	STREET NAME	CITY	STATE	ZIP CODE	FROM DATE	TO DATE
--	--	--	--	--	--	--

**File Upload** + Add

#	File Name	Comments	
1	Test Application.pdf	Notarized Copy	<span>Open</span>

☒ **Notarized Document received and attached**

Decision Type:

☐ Application Voided  
☒ Submitted  
☐ Hired  
☐ Rejected

Comment	Date	Made By
Comment: Submitting for DHR Processing		

Add Comment

Back
Complete



# YCCS – CAMP Personnel Administrator

- Option to void the Application or Hire or Reject the Applicant directly without submitting the application for DHR processing

**File Upload** + Add

#	File Name	Comments
1	Test Application.pdf	Notarized Copy <span>Open</span>

☐ **Notarized Document recieved and attached**

Decision Type:

- ☒ Application Voided
- ☐ Submitted
- ☐ Hired
- ☐ Rejected

Comment	Date	Made By
Comment: Voided		

Add Comment Back Complete

# Help / Support Information

